

Introduced May 2, 2011  
Public Hearing May 16, 2011  
Council Action May 25, 2011  
Executive Action May 26, 2011  
Effective Date July 26, 2011

## County Council Of Howard County, Maryland

2011 Legislative Session

Legislative Day No. 5

Bill No. 24 -2011

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County; adding and amending certain class descriptions; amending certain class titles; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time May 2, 2011. Ordered posted and hearing scheduled.

By order Stephen M. LeGendre  
Stephen LeGendre, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on May 16, 2011.

By order Stephen M. LeGendre  
Stephen LeGendre, Administrator

This Bill was read the third time on May 25, 2011 and Passed ✓, Passed with amendments ✓, Failed    .

By order Stephen M. LeGendre  
Stephen LeGendre, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 26<sup>th</sup> day of May, 2011 at 11:00 a.m./p.m.

By order Stephen M. LeGendre  
Stephen LeGendre, Administrator

Approved/Vetoed by the County Executive May 26, 2011

Ken Ulman  
Ken Ulman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the  
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for  
3 Howard County, which describes the qualifications, duties, and general requirements for each  
4 class of positions within County government; and  
5

6           **WHEREAS**, this amendment to the Classification Plan:

- 7           1.       Creates a new classifications for the positions of Transportation Administrator,  
8                   Recreation and Parks Bureau Chief, Natural Resource Program Manager III,  
9                   Natural Resource Specialist, and Human Services Supervisor;
- 10          2.       Changes the name of the Info Systems Services Admin. classification to be the  
11                   Deputy Director Technology and Communication Services;
- 12          3.       Clarifies certain requirements for Police Cadets; and
- 13          4.       Amends the job description for the position of Engineering Specialist I,  
14                   Operations Manager, Information Systems Services Admin., Technical Services  
15                   Manager II, Technical Services Manager I, Technical Services Support Spec. IV,  
16                   Technical Services Support Spec. III; and  
17

18           **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
19 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
20 through which the County Council exercises its legislative action on the Classification Plan.  
21

22           **NOW, THEREFORE,**  
23

24   ***Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts***  
25   ***amendments to the Classification Plan of Howard County, as attached to this Bill.***  
26

27   ***Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,***  
28   ***that this Act shall apply beginning with the first pay date after July 1, 2011.***  
29

1    ***Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,***  
2    ***that this Act shall become effective 61 days after its enactment.***

# Howard County Classification Plan

## Fiscal Year [[2011]]2012

(Revised -- July, [[2010]]2011)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

### TERMS:

**Position (full-time):** A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

**Classification:** A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

**Class Family:** a group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1110	TRANSPORTATION ADMINISTRATOR	PERFORMS ADVANCED ADMINISTRATIVE AND COORDINATIVE WORK UNDER EXECUTIVE LEVEL DIRECTION. WORK INCLUDES OVERSIGHT, COORDINATION AND MANAGEMENT OF THE COUNTY'S TRANSPORTATION SYSTEM. REPRESENTS THE COUNTY EXECUTIVE IN TRANSPORTATION AND TRANSIT MATTERS AND PROVIDES LINKAGES BETWEEN INTERNAL AND EXTERNAL AGENCIES, CITIZEN GROUPS AND VENDORS.	BACHELOR DEGREE	5 YEARS	N/A	E
1109	ENVIRONMENT AND SUSTAINABILITY ADMINISTRATOR	Performs advanced administrative and coordinative work under executive level direction. Work includes coordinating environmental activities and groups, providing linkages between the public and private sector and promoting resources available to those involved in environmental efforts.	Bachelor Degree	5 years	N/A	E
1107	PUBLIC INFORMATION ADMINISTRATOR	Performs advanced administrative public information coordination work under executive level direction. Work includes coordinating public information and public relations activities in the Department of County Administration and the Office of the County Executive; and providing primary contact with the news media.	Bachelor Degree	5 Years	N/A	E
1105	DEPUTY ADMIN TO COUNTY COUNCIL	Performs advanced administrative work under executive level direction. Work includes developing, reviewing, and analyzing legislative and zoning ordinances for the Executive Secretary; and coordinating office support staff activities.	Bachelor Degree	4 Years	N/A	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the county executive or the chief administrative officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.	Bachelor Degree	5 Years	N/A	E
1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive or the Chief Administrative Officer.	Bachelor Degree	4 Years	N/A	E
1101	SPECIAL ASSISTANT	Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.	Bachelor Degree	[[1 Year]] 4 YEARS	N/A	E

OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW  
CLASS FAMILY 1-3 ADMINISTRATIVE SERVICES & MANAGEMENT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1307	ADMINISTRATIVE MANAGER	Performs senior administrative work, which may include supervision, under general supervision from an administrative or technical superior. Work includes directing and coordinating significant departmental administrative programs [; such as managing the Bureau of Recreation or Bureau of Parks], preparing and monitoring complex budgets and performing management studies to effect efficiency and cost-effective operations.	Bachelor Degree	6 Years	N/A	E
1306	ASSISTANT ADMINISTRATOR	Performs advanced administrative work, which may include supervisory responsibilities, under supervision from an administrative superior. As directed, assists in the overall management of the human resources program and directly supervises one or more major functional activities such as benefits and records administration, classification and pay, or recruitment and selection.	Bachelor Degree	5 Years	N/A	E
1305	SENIOR ADMINISTRATIVE ANALYST	Performs advanced professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes the analysis and coordination of complex administrative matters; researching, reviewing, and analyzing legislative, budget, personnel, purchasing and policy issues; and supervising one or more major functional office programs or activities.	Bachelor Degree	4 Years	N/A	E

2101	POLICE CADET	<p>Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. THIS IS A TRAINING CLASSIFICATION AND CONTINUED EMPLOYMENT IS CONTINGENT UPON THE INCUMBENT RECEIVING APPOINTMENT AS POLICE OFFICER (PROBATIONARY). INDIVIDUALS WHO DO NOT RECEIVE THIS APPOINTMENT BY THE START OF THE SECOND POLICE ACADEMY FOR WHICH THEY ARE ELIGIBLE WILL BE TERMINATED. Movement will be effective with the first day of the academy.</p>	High School Diploma or GED	N/A	<p>Class C Maryland Driver's License Must pass agility test, background investigation and polygraph examination.</p>	N
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3115	ENGINEERING SUPPORT SUPERVISOR	Performs senior supervisory and advanced level engineering support work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of either the Real Estate Services Division or the Surveys and Drafting Division.	Bachelor Degree	5 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E
3114	ENGINEERING SPECIALIST III	Performs advanced professional level engineering work, which may include supervisory responsibility, with considerable independence but under general supervision from an administrative or technical superior. Work includes reviewing complex engineering plans, resolving difficult design analysis, acting as project engineer for large scale projects, and preparing planning and engineering documents. Work at this level is distinguished by unique engineering analysis and expertise in a defined engineering specialty area such as bridges, storm water, highway and utility construction, electrical design, etc.	Bachelor Degree in Engineering	4 yrs.	Registered Professional Engineer	E
3112	ENGINEERING SPECIALIST II	Performs professional level engineering work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing engineering features, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering	2 yrs.	N/A	E
3111	ENGINEERING SPECIALIST I	Performs professional engineering related services by applying principles and practices of architecture, landscape architecture or engineering to [STORMWATER MANAGEMENT OVERSIGHT OR] the review of site development AND/OR construction plans.	Bachelor Degree	1 yr.	N/A	E
3110	ENGINEERING ASSOCIATE	Performs professional engineering services, at the entry professional level, under supervision from an administrative or technical superior	Bachelor Degree In Engineering	0	N/A	E

3109	STORMWATER MANAGEMENT COORDINATOR	PERFORMS ADVANCED ADMINISTRATIVE AND COORDINATIVE WORK UNDER ADMINISTRATIVE DIRECTION. USES THE PRINCIPLES OF ENGINEERING, PUBLIC ADMINISTRATION, SOIL CONSERVATION, ECOLOGY, AND WATER RESOURCE MANAGEMENT TO MAKE POLICY RECOMMENDATIONS AND IMPLEMENT THE GOALS AND STRATEGIES OF THE COUNTY'S STORMWATER MANAGEMENT PROGRAM AND MUNICIPAL SEPARATE STORM SEWER SYSTEM. WORK INCLUDES COORDINATION WITH RELATED DEPARTMENTS AND OUTREACH TO INDEPENDENT ORGANIZATIONS AS WELL AS RESIDENTIAL AND COMMERCIAL PROPERTY OWNERS.	BACHELOR DEGREE	4 YRS.	N/A	E
[[3109]] 3108	ENGINEERING SUPPORT TECHNICIAN IV	Performs intermediate professional level engineering support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes provision of expert property appraisal, land acquisition work, preparing detailed in-house reports, and evaluating contracted appraisals; or work may involve supervision of a treatment plant laboratory including the operation and maintenance of laboratory equipment, monitoring of the laboratory budget, and coordination of laboratory tests and analysis.	Associate Degree	3 yrs.	N/A	E/N
3107	ENGINEERING SUPPORT TECHNICIAN III	Performs senior technical level engineering work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes conducting complex negotiations with government agencies and private corporations, developing and implementing land acquisition procedures, and directing employee activities. Work may also include organizing work of survey parties, and performing computations and reports for surveying.	Associate Degree	2 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E/N

**OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES  
CLASS FAMILY 4-1 OPERATIONS SERVICES, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4127	OPERATIONS MANAGER	Performs management and advanced level operations service work under administrative direction. Work includes managing the operation, construction, and maintenance program of the Bureau of Utilities [for the Bureau of Parks]. Work also includes implementing program policies and procedures; assigning duties to technical and clerical staff; supervising equipment operation maintenance and repair and maintenance facilities; and preparing and monitoring the Bureau's annual operating budget.	Bachelor's Degree	6 Years	Class C Maryland Driver's License Water Distribution Operator certificate plus Wastewater Collection Class "2" Operator Certificate Successful passage of the oral examination for Superintendent and maintenance of said certification Out of state applicants required to obtain Statement of Reciprocity CLP or such other license and certificate as determined by the appointing authority	E

OCCUPATIONAL GROUP 4. FIELD AND TECHNICAL SERVICES  
CLASS FAMILY 4-2 TECHNICAL SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4223	DIR, TECHNOLOGY AND COMMUNICATIONS SERVICES	Performs executive level technology and communication services work under executive direction. Work includes researching operational efficiencies and advising the County Executive on government performance improvements; directing the general operation of the Department of Technology and Communication Services; advising the County Executive, County Council, and others on related issues; and developing and monitoring the departmental budget program.	Bachelor's Degree	10 Years	N/A	E
4221	[[INFO SYSTEMS SERVICES ADMIN]] DEPUTY DIRECTOR, TECHNOLOGY AND COMMUNICATIONS SERVICES	Performs advanced administrative level technology and communication services work under executive level direction assisting the director in the overall administration of the Department of Technology and Communications Services. Work includes developing and [[maintaining]] MANAGING effective information systems OR OPERATING SYSTEMS for [[the]] County government[[; managing the Data Processing Division;]] and supervising RELATED personnel. Work also includes developing [[the data processing]] AND OVERSEEING operating and capital [[budget]] BUDGETS and ALL subsequent expenditures UNDER THE DEPUTY DIRECTOR'S AUTHORITY.	Bachelor's Degree	7 Years	N/A	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4219	TECHNICAL SERVICES MANAGER II	Performs management and advanced level technology and communication services work under general supervision from an administrative or technical superior. Assignments include managing the operations of the Office of Central Services, such as mail services, printing services, and fleet management; or developing and maintaining the County's information processing and systems programming systems; or planning, directing, and managing the Technical Support component within the Information Systems Services Office; or coordinating County-wide geographic database information and integration system; and administering systems programming, data communication, and data base administration; or, overall management of the County's radio and telephone communication systems; OR MANAGING COUNTY-WIDE CYBER SECURITY OVER CAMERA NETWORKS, BUILDING ACCESS, COMMUNICATION SYSTEMS AND HARDWARE, COMPUTER NETWORKS, WEBSITES AND RELATED SOFTWARE. Work also includes monitoring budget expenditures.	Bachelor's Degree	6 Years	N/A	E
4217	TECHNICAL SERVICES MANAGER I	Performs mid-management and advanced level technology and communication services work under general supervision from an administrative or technical superior, within the radio and telephone communications systems area. Work includes EITHER DEVELOPING, coordinating AND MANAGING GENERAL USE county wide communication systems OR SPECIALIZED PUBLIC SAFETY COMMUNICATION SYSTEMS, both hard-wired and cellular. Work also includes coordinating hardware and software purchases and managing contractual services; ensuring inter-agency support, resource sharing, data and platform standardization and integrity; [[and]] providing system training; AND DEVELOPING STRATEGIES TO MEET EMERGING COMMUNICATION NEEDS. As a database manager, work includes design, administration and maintenance of databases in ms sql server and oracle; application development, creation of database standards and project leadership. MAY SERVE AS THE MOBILE APPLICATIONS PROGRAM MANAGER, MOBILE NETWORK TEAM LEADER OR THE SHAREPOINT – CRM TEAM LEADER.	Bachelor Degree	5 Years		E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
4215	TECHNICAL SERVICES SUPERVISOR	Performs senior supervisory and advanced level technology and communication services work under general supervision from an administrative or technical superior. Work includes managing a significant information or communication function, such as a 24 hour computer operation, cable T.V. contract administration, public cable T.V. station management, or a 24 hour emergency communications and dispatch center.	Associate Degree	5 Years		E
4213	TECH SERVICES SUPPORT SPEC IV	Performs senior professional level technology and communication services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes maintaining, supporting, and using the multiple and complex operating system components and subsystems used by the Data Operation Center or performing highly complex programming analysis and systems design TO INCLUDE PROJECT MANAGEMENT AND THE RESPONSIBILITY FOR THE EXECUTION OF DELIVERABLES AND THE INTER-AGENCY COORDINATION INVOLVED IN THE PROJECT.	Bachelor Degree	4 Years	N/A	E
4211	TECHNICAL SERVICES SUPPORT SPEC III	Performs advanced professional level technology and communication services work under general supervision from an administrative or technical superior. Work includes maintaining system software packages and system libraries, providing aid in the analysis for feasibility and cost effectiveness studies relating to software utilization; and solving complex program or system software problems. SYSTEMS MAY INCLUDE PUBLIC SAFETY COMMUNICATIONS/CYBER SECURITY OR PUBLIC SAFETY SERVER INFRASTRUCTURE. Work may also include moderately complex programming analysis and systems design at the project or team leader level.	Bachelor Degree	2 Years	N/A	E

OCCUPATIONAL GROUP 5. COMMUNITY SERVICES  
CLASS FAMILY 5-1 RECREATION SERVICES, MANAGEMENT, & SUPPORT

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FISA
5135	DIRECTOR RECREATION AND PARKS	Performs executive level recreation and parks services work under executive direction. Work includes directing the general operation of the Department of Recreation and Parks, advising the County Executive and County Council on related issues, and developing and monitoring the departmental budget and related capital budget program.	Bachelor Degree	10 yrs.	N/A	E
5115	RECREATION AND PARKS BUREAU CHIEF	PERFORMS SENIOR ADMINISTRATIVE WORK, WHICH MAY INCLUDE SUPERVISION, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE SUPERIOR. WORK INCLUDES DIRECTING AND COORDINATING SIGNIFICANT DEPARTMENTAL ADMINISTRATIVE AND OPERATIONAL PROGRAMS WITHIN THE DEPARTMENT OF RECREATION AND PARKS. PREPARES AND MONITORS BUDGETS, ADMINISTER PROGRAMS, AND OVERSEES ACTIVITY AND FIELD SUPERVISORS IN THE BUREAU OF PARKS, THE BUREAU OF RECREATION, OR THE BUREAU OF PARK PLANNING, CONSERVATION AND CAPITOL PROJECTS.	BACHELOR DEGREE	6 yrs.	CERTIFICATION WITH THE NATIONAL RECREATION AND PARK ASSOCIATION	E
5111	RECREATION SERVICES MANAGER I	Performs senior supervisory and advanced level recreation services work under general supervision from an administrative or technical superior. Work typically involves overseeing the operation of a comprehensive and significant department program. Work activities include planning, implementing, and evaluating program activities; supervising program coordinators and other recreational sports and parks personnel; proposing and controlling program budget; and handling the distribution and utilization of employees, equipment and supplies.	Bachelor Degree	4 yrs.	Certification with the National Recreation and Park Association	E

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5131	CHILD CARE ASSISTANT GROUP LEADER	Responsible for assisting with leading group activities. Set-up and break-down equipment daily and substituting at area programs whenever necessary.		N/A		N
5129	NATURAL RESOURCE SUPERINTENDENT	Performs senior supervisory and advanced level operation service work under general supervision. Work includes managing and overseeing natural resource operations, wildlife management, regulation implementation, mowing and horticultural operations. Work also includes budget formulation and monitoring, enforcing safety policies, analyzing program operations and goals, and open space and forest conservation law implementation and compliance	Bachelor Degree	4 years	May require MD State certification in Forestry Class C Maryland Driver's License	E
5128	NATURAL RESOURCE PROGRAM MANAGER III	PERFORMS MID MANAGEMENT AND ADVANCED PROFESSIONAL LEVEL NATURAL RESOURCES WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK MAY INCLUDE OVERSEEING AND PROVIDING PROFESSIONAL EXPERTISE IN MATTERS RELATED TO NATURAL RESOURCE OPERATIONS ON COUNTY PARKLAND, INCLUDING THE FULL RANGE OF FIELD OPERATIONS, SUCH AS LAND ACCEPTANCE, REFORESTATION, PARK RANGER AND ENFORCEMENT OF PARKLAND, OPEN SPACES AND NATURAL RESOURCE REGULATIONS. OR, DEVELOPING AND OVERSEEING THE ACTIVITIES AT THE ROBINSON NATURE CENTER, APPLYING EXPERTISE TO ENSURE HIGH QUALITY PRESENTATION OF THE CENTER AND ITS FEATURES IN SUPPORTING A VARIETY OF EDUCATIONAL AND PUBLIC ENRICHMENT EVENTS, ACTIVITIES AND PROGRAMS. ACCOUNTABLE FOR THE EFFECTIVE OVERALL OPERATION AND MAINTENANCE OF THE FACILITY.	BACHELOR DEGREE	3 YEARS	MAY REQUIRE MD STATE CERTIFICATION IN FORESTRY OR RELATED AREA CLASS C MARYLAND DRIVER'S LICENSE	E



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5127	NATURAL RESOURCE PROGRAM MANAGER II	Performs mid management and advanced level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include developing natural resource management plans, managing natural resource field operations and regulation implementation and compliance. Work may also include providing technical direction related to natural resource/ecosystem management, developing natural resource policies and procedures, and overseeing county-wide deer or other wildlife management programs.	Bachelor Degree	2 years	May require MD State certification in Forestry or related area Class C Maryland Driver's License	E
5125	NATURAL RESOURCE PROGRAM MANAGER I	Performs advance level natural resource work under general supervision from an administrative or technical superior. Oversees the County-wide forest mitigation program and administers contracts with growers and other contractual service providers.	Bachelor Degree	1 year	N/A	E
5124	NATURAL RESOURCE SPECIALIST	PERFORMS SENIOR LEVEL NATURAL RESOURCE RELATED WORK UNDER GENERAL SUPERVISION FROM AN ADMINISTRATIVE OR TECHNICAL SUPERIOR. WORK INCLUDES CARRYING OUT ADMINISTRATIVE AND TECHNICAL DUTIES, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, RELATED TO PLANNING, DIRECTING AND OVERSEEING THE OFFERING AND OPERATION OF A VARIETY OF NATURAL RESOURCE EDUCATIONAL AND COMMUNITY PROGRAMS AND SERVICES RELATED TO LAND USE, WILDLIFE, ECOLOGY, OR FORESTRY MATTERS. SUCH PROGRAMS MAY BE OFFERED AT THE ROBINSON NATURE CENTER, MIDDLE PATUDENT ENVIRONMENTAL AREA, OR INVOLVE MULTIPLE SITES AROUND THE COUNTY.	ASSOCIATE DEGREE	3 YEARS	CLASS C MARYLAND DRIVER'S LICENSE	N
5123	NATURAL RESOURCE TECHNICIAN II	Performs natural resource intermediate technical level work under general supervision. Work typically involves assisting in open space and forest conservation law implementation and compliance by performing inspections, responding to complaints, and carrying out public information programs RELATED TO [[Work may also include serving as a natural resource specialist on]] land use, wildlife, ecology, or forestry matters. May represent the County in dealing with developers and contractors about open space issues.	Associate Degree	2 years	Class C Maryland Driver's License	N

4/21/11

5212	HUMAN SERVICES SUPERVISOR	PERFORMS ADVANCED PROFESSIONAL LEVEL HUMAN SERVICES WORK, WHICH MAY INCLUDE SUPERVISORY RESPONSIBILITY, UNDER GENERAL SUPERVISION FROM A SENIOR MANAGER. WORK TYPICALLY INCLUDES SUPERVISION OF A DIVISION WITHIN THE DEPARTMENT OF CITIZEN SERVICES PROVIDING A MAJOR GROUPING OF CITIZEN SERVICES INVOLVING MULTIPLE SITES, SUCH AS SENIOR CENTERS, OR PROVIDING GUIDED ACCESS TO A BROAD ARRAY OF SUPPORTIVE SOCIAL AND HEALTH SERVICES AND RESOURCES FOR TARGET POPULATIONS. WORK MAY ALSO INCLUDE NEGOTIATING AND ADMINISTERING GRANTS; PREPARING BUDGETS; DESIGNING INSTRUMENTS FOR USE IN DATA GATHERING; AND CONTACTS WITH PUBLIC, HEALTH, AND SOCIAL SERVICE AGENCIES IN SUPPORT OF PROGRAMS.	BACHELOR DEGREE	4 YRS.	N/A	E
5211	HUMAN SERVICES SPECIALIST III	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of Citizens Services; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.	Bachelor Degree	3 yrs.	N/A	E

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on May 26, 2011.

Stephen M. LeGendre  
Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2011.

Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2011.

Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2011.

Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2011.

Stephen M. LeGendre, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2011.

Stephen M. LeGendre, Administrator to the County Council

**Amendment 1 to Council Bill No. 24-2011**

**BY: Chairperson at the request  
of the County Executive**

**Legislative Day No. 6  
Date: May 25, 2011**

**Amendment No. 1**

*(This amendment adds a description for the position of Stormwater Management Coordinator and makes related technical changes. Amends the minimum experience required for the position of Special Assistant.)*

- 1 Remove page C52 from the pages attached to the Classification Plan, as introduced, and replace  
2 with the substitute page C52 as attached to this Amendment. Insert new page C53 as attached to  
3 this Amendment after new page C52.  
4  
5 Insert new page C9, as attached to this Amendment, after page C8, as attached to the Bill as  
6 introduced.

ADOPTED May 25, 2011

FAILED \_\_\_\_\_

SIGNATURE Stephen M. Gendron

Amendment 1 to Amendment 1 to Council Bill No. 24-2011

BY: Chairperson at the request  
of the County Executive

Legislative Day No.  
Date: May 25, 2011

Amendment No. 1

*(This amendment amends the minimum experience required for the position of Special Assistant.)*

1 In the description, after "changes." insert "Amends the minimum experience required for the  
2 position of Special Assistant.".

3  
4 On page 1, after line 3, insert "Insert new page C9, as attached to this Amendment, after page  
5 C8, as attached to the Bill as introduced.".

ADOPTED May 25, 2011

FAILED \_\_\_\_\_

SIGNATURE Stephen M. Lander

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1104	EXECUTIVE ASSISTANT II	Performs advanced professional level administrative work under direction of the county executive or the chief administrative officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.	Bachelor Degree	5 Years	N/A	E
1103	EXECUTIVE ASSISTANT I	Performs senior professional level administrative work under executive direction. Work includes performing management studies; making policy analyses; carrying out specific project assignments and special projects and studies and other duties assigned by the County Executive or the Chief Administrative Officer.	Bachelor Degree	4 Years	N/A	E
1101	SPECIAL ASSISTANT	Performs professional level personal support work for individual council members under executive direction. Work includes assisting Council members in responding to constituent concerns; advising on and developing legislative and policy initiatives; providing outreach to and liaison with the community, promoting positive public relations; and coordinating schedules.	Bachelor Degree	[[1 Year]] 4 YEARS	N/A	E

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of the County Executive**

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- 1 Remove page C52 from the pages attached to the Classification Plan, as introduced, and replace
- 2 with the substitute page C52 as attached to this Amendment. Insert new page C53 as attached to
- 3 this Amendment after new page C52.

3115	ENGINEERING SUPPORT SUPERVISOR	Performs senior supervisory and advanced level engineering support work under general supervision from an administrative or technical superior. Work involves managing the administrative, technical and budgetary affairs of either the Real Estate Services Division or the Surveys and Drafting Division.	Bachelor Degree	5 yrs.	Registered Professional Land Surveyor Property Line Surveyor License	E
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3114	ENGINEERING SPECIALIST III	Performs advanced professional level engineering work, which may include supervisory responsibility, with considerable independence but under general supervision from an administrative or technical superior. Work includes reviewing complex engineering plans, resolving difficult design analysis, acting as project engineer for large scale projects, and preparing planning and engineering documents. Work at this level is distinguished by unique engineering analysis and expertise in a defined engineering specialty area such as bridges, storm water, highway and utility construction, electrical design, etc.	Bachelor Degree in Engineering	4 yrs.	Registered Professional Engineer	E
3112	ENGINEERING SPECIALIST II	Performs professional level engineering work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes designing engineering features, reviewing engineering and construction plans, and assisting with preparation of planning and engineering documents.	Bachelor Degree in Engineering	2 yrs.	N/A	E
3111	ENGINEERING SPECIALIST I	Performs professional engineering related services by applying principles and practices of architecture, landscape architecture or engineering to [[STORMWATER MANAGEMENT OVERSIGHT OR]] the review of site development AND/or construction plans.	Bachelor Degree	1 yr.	N/A	E
3110	ENGINEERING ASSOCIATE	Performs professional engineering services, at the entry professional level, under supervision from an administrative or technical superior	Bachelor Degree in Engineering	0	N/A	E



3109	STORMWATER MANAGEMENT COORDINATOR	PERFORMS ADVANCED ADMINISTRATIVE AND COORDINATIVE WORK UNDER ADMINISTRATIVE DIRECTION. USES THE PRINCIPLES OF ENGINEERING, PUBLIC ADMINISTRATION, SOIL CONSERVATION, ECOLOGY, AND WATER RESOURCE MANAGEMENT TO MAKE POLICY RECOMMENDATIONS AND IMPLEMENT THE GOALS AND STRATEGIES OF THE COUNTY'S STORMWATER MANAGEMENT PROGRAM AND MUNICIPAL SEPARATE STORM SEWER SYSTEM. WORK INCLUDES COORDINATION WITH RELATED DEPARTMENTS AND OUTREACH TO INDEPENDENT ORGANIZATIONS AS WELL AS RESIDENTIAL AND COMMERCIAL PROPERTY OWNERS.	BACHELOR DEGREE	4 YRS.	N/A	E
[[3109]] 3108	ENGINEERING SUPPORT TECHNICIAN IV	Performs intermediate professional level engineering support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes provision of expert property appraisal, land acquisition work, preparing detailed in-house reports, and evaluating contracted appraisals; or work may involve supervision of a treatment plant laboratory including the operation and maintenance of laboratory equipment, monitoring of the laboratory budget, and coordination of laboratory tests and analysis.	Associate Degree	3 yrs.	N/A	E/N
3107	ENGINEERING SUPPORT TECHNICIAN III	Performs senior technical level engineering work, which may include supervisory responsibility, under the general supervision from a technical superior. Work includes conducting complex negotiations with government agencies and private corporations, developing and implementing land acquisition procedures, and directing employee activities. Work may also include organizing work of survey parties, and performing computations and reports for surveying.	Associate Degree	2 yrs.	Registered Professional Land Surveyor  Property Line Surveyor License	E/N